

CONSTRUCTION

MEMORANDUMS

MEMO NO. 51

DATE OF ISSUE:

APRIL 2004

SUBJECT:

AUTOMATED SYSTEM FOR CHANGE
ORDER TRACKING (ASCOT)

DATE OF REVIEW:

APRIL 2005

It is a Department objective to execute change orders in a timely manner and to mitigate the number of preventable change orders. A change order tracking system has been developed to assist in change order process monitoring, reporting and improvement. The system will assist in evaluations regarding whether the process:

- 1) Is meeting, exceeding or lagging established targets at specific points in time;
- 2) Is improving or worsening over time;
- 3) Has specific areas for improvement; and
- 4) Is showing a positive response to corrective actions

The system data requirements are already being tracked in most Region/Residencies and Districts on stand-alone systems. The change order tracking system is a process improvement to these redundant and inaccessible systems.

Tracking includes the ITD-2317 and the ITD-400 or ITD-403. Each region/residency (or local agency as applicable), District and the Construction Section shall put this system into practice in place of any other methods that may exist **no later than April 19, 2004.** A user's guide is attached describing how to use the system. ASCOT is located on the intranet and is accessed via the Construction Section's homepage.

A change order is to be entered into ASCOT **on the same day** as ITD authorized approval for the change order is received or **on the same day** that work starts, whichever comes first. Subsequent entries into the system shall be completed as process steps occur.

We are currently developing an automated form generation system that will retrieve the ASCOT data entries for automatic population of the ITD-2317, 400 and 403 forms.

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Signature on File

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